

2 January 1952

MEMORANDUM TO: Deputy Director (Administration)

SUBJECT : Attached Travel Sheet

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1. With respect to TSS, [REDACTED] sends his requests for travel to DD/P. They are signed off here by [REDACTED]

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2. With respect to OSO, the request goes through the Budget officer on the Administrative Officer's staff. Then it goes to Personnel if there is a permanent change of station; that's all. However, if TDY, it goes from Budget to the Chief of Operations, [REDACTED] for scrutiny as to need for the trip and final approval.

3. With respect to OPC, the request is authorized by the Division Chief, goes through the Budget officer; and, unless there is question by the Budget officer directed to the Administrative Officer as to need of the trip, there is no further authorization. 25X1A9a 25X1A9a

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4. With respect to TRC, on PCS and TDY the request goes to either Colonel [REDACTED] or [REDACTED]

5. With respect to Commo, permanent change of station up to and including GS-9 must have approval by the division chief and the Personnel officer. From GS-9 up, there must be approval of [REDACTED] or [REDACTED]. TDY must have division chief final approval. "Usually" [REDACTED] or [REDACTED] would know about it. Where they usually don't know is the Engineering Division sending a repair man out.

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WRW

Pls return